

# **WISCONSIN WORKS (W-2) CONTRACT AND IMPLEMENTATION (C&I) COMMITTEE**

201 E Washington Ave., GEF 1, Room D203

Madison, WI

November 21, 2003

10:00 AM - 2:00 PM

The W-2 Contract and Implementation Committee is the single point of contact for feedback to the Department of Workforce Development (DWD) on policy implementation related to W-2 agencies, and includes representation from the Wisconsin County Human Service Association (WCHSA), Urban Caucus counties, and W-2 private agencies in Milwaukee County and the balance of state.

## **COMMITTEE:      Members (Present = X)**

X Bettie Rodgers, Chair	DWD/DWS	X Marilyn Putz	Kaiser Group
X Phyllis Bermingham	Marathon Co.	X John Rathman	Outagamie Co.
X Liz Green	Dane Co.	X Terri Rapp	Wood Co.
X Connie Hendries	Manitowoc Co.	Keith Garland	YW Works
X Deb Hughes	Southwest Consortium	X Teresa Pierce	Workforce Connections
X Ed Kamin	Kenosha Co.	X Shirley Ross	LaCrosse Co.
X Shirley Kitchen	Dodge Co.	X Jerry Stepaniak	MAXIMUS
X Tina Koehn	UMOS	X Cindy Sutton	Rock Co.
X Kathi Madsen	Douglas Co.	X Michael Van Dyke	Door Co.
X Tom Prete	Forward Service Corp.	X Rodger Williams	OIC-GM

## **COMMITTEE:      Alternates (Present = X)**

--

## **DWD STAFF ATTENDEES:**

Ron Blascoe, DWS/BWI  
Chuck Brassington, DWS/BWI  
Nancy Buckwalter, DWS/BPS  
Connie Colussy, DWS/BWP  
Anthony Esealuka, DWS/BPS  
Thia Heil, DWS/BJS  
Francine Horton, DWS/BWI

Ron Hunt, DWS/AO  
Jane Kahl, DWS/BWP  
Joan Larson, DWS/BDS  
Pat McDonnell, DWS/AO  
Kelly Millard, DWS/BDS  
Jude Morse, DWS/BPS  
Janice Peters, DWS/BWP

Jacquie Piraino, DWS/BDS  
Linda Preysz, DWS/BWP  
Dianne Reynolds, DWS/BWP  
Jenny Ritchey, DWD/BPS  
Paul Saeman, DWS/BWI  
Tom Smith, ASD/BB  
Mary Tremain, DWS/BDS

## **GUESTS:**

Jane Batha, ACS  
Michell Buckenghan, OIC-GM

Jerry Hanoski, Workforce Conn.  
Rich Kammerud, Polk Co.

Kathryn Moore, OSER  
Karyn Rotker, ACLU

Marcia Christiansen, Forward Service  
Pam Fendt, UWM CED

Sarah Sudrick-Kasdorf, WCA  
Carol Medaris, WCCF

Shawn Smith, Hudson Institute  
John Wilberding, MAXIMUS

**RECORDER:** Theresa Loerke, DWS/BPS

### **Introductions**

W-2 C&I Committee members, alternates, DWD staff and guests introduced themselves.

### **Minutes Approval**

A motion was made by Deb Hughes and seconded by Michael Van Dyke to approve the September 19, 2003 minutes based on the following correction being made. On page 2 of 4, under "Performance Standards Subcommittee Report", second paragraph, the fourth sentence should read: "The first Unemployment Insurance (UI) data will be available in February 2005." The draft minutes showed February 2004.

### **2004-05 C&I Discussion**

Secretary Roberta Gassman started the discussion by expressing her appreciation for the work and input of the Committee members. The Secretary stated that she looks forward to hearing the Committees' ideas. She indicated how important the W-2 program is and the many challenges the W-2 program faces in today's economy. She encouraged the group to share their ideas at this meeting and on an ongoing basis. Secretary Gassman asked the Committee to think about whether the Committee's purpose is for policy discussions or technical issues, which ultimately shapes the membership, agenda topics and frequency of meetings. Secretary Gassman stated that DWD requested an additional \$2 million from the Joint Committee on Finance to cover the 2002-03 W-2 Contracts deficit. The funds requested are part of the TANF High Performance Bonus funds earned by Wisconsin for 2001. She thanked John Rathman, Outagamie County, for conducting a survey to determine how much funding each W-2 agency would need to cover deficits. This information was useful to the Joint Committee on Finance in understanding the situation and also can be of use to local communities. She cited this as an outstanding example of sharing information and its value to all of us.

Bettie Rodgers introduced Linda Preysz who facilitated the discussion.

**Focus of the Committee** – The facilitator noted that some stated they prefer a high-level policy focus, based on the informal survey of some C&I members conducted by DWS. A C&I member commented that a technical level group also is needed. Another comment was about the importance of a forum to discuss current activities so agencies are informed about what is happening. A negotiation process was requested, for contract negotiations and how to do more activities with less funding. Other comments indicated the importance of bringing issues to the Committee timely so issues can be resolved earlier. Committee members stressed the importance of being listened to, as an advisory role. A C&I member asked for a "re-articulated" philosophy and vision of W-2.

While DWD makes the final decisions, it is important that the Committee's input be collected and validated. Bettie Rodgers clarified that any W-2 changes, including any potential statutes or administrative rule changes, must go through the DWD Secretary's Office.

A Committee member suggested IMAC as a working model for the C&I Committee. IMAC is co-chaired by Ed Kamin, Kenosha County, and Susan Woods, a DHFS Bureau Director. IMAC discusses issues before they go to the DHFS Secretary's Office and IMAC goes to the counties for feedback and guidance. A C&I Committee member stated that in the past, DWD Administrator Memos went to C&I first before being issued, and this practice seems to have ceased in the past year.

**Committee Membership** – A C&I member noted that membership depends on the focus of C&I. When C&I was started, there were approximately 12-15 members. The current membership is 19 members. There are new members to consider with the 2004-05 Contracts starting. The role of the C&I has changed as W-2 has progressed. A C&I guest recommended that W-2 issues not be fragmented by too many separate committees.

**Committee Chair** – The option of co-chairs for C&I was discussed. One view was that co-chairs could take pressure off the DWS Administrator as the sole-chair. Another C&I member spoke in support of co-chairs and noted that C&I needs to ensure there is not a conflict of interest from an agency person serving as a co-chair. A Bureau Director co-chairs the IMAC. Another C&I member stated that a C&I mission statement would have a significant impact on the C&I structure. The C&I rarely talked about the future of W-2 during the past year; instead, the Committee usually focused on technical issues. Both are important. A C&I member stated that the biggest concern is that the Committee's input was not validated by DWD, that after ideas were shared there was very little feedback from DWD, sometimes just a "no" with no clear explanation regarding the decision.

JoAnna Richard, DWD Executive Assistant, recommended that a draft document be developed to summarize the groups' thoughts on these discussion items, and share with the DWD Secretary's Office. She stated that this would be a shared document subject to ongoing change. A Committee member noted that things are changing in the W-2 program, and it is very important for DWD to ask about the fiscal impacts of W-2 changes. Another member noted that it is important to look at the entire state, not just Milwaukee.

**Frequency of Meetings** –The facilitator noted that the two most common responses in the informal survey were monthly or bi-monthly meetings. The Committee agreed that the Committee's purpose needs to be identified before the frequency of meetings. Bettie Rodgers stated that C&I will meet in January 2004.

**Method of Communication** – A C&I member requested that any materials for discussion at the meeting be sent out at least one week ahead of time to allow ample time for the Committee members to review and prepare responses. Another suggestion was a rapid response/emergency meeting plan in case the issues cannot wait for the next Committee meeting.

**Development of the Agenda** – The Committee recommended waiting on this topic until there is a C&I mission statement developed.

#### **Contract Issues Subcommittee**

Ed Kamin stated there is no report for the Subcommittee since they did not have a conference call.

#### **Program and Policy Development Subcommittee**

Marilyn Putz provided an overview of an issue paper distributed by the Subcommittee on changing the W-2 Benefits system. The Subcommittee recommends Option 2 - current Benefits allocation system be changed to keep W-2 Benefits funding at the state level. A motion was made by Tina Koehn to approve this recommendation, with removing the first cons statement "will decrease the contract base upon which to predicate 15% admin caps" and moving the third cons statement "W-2 contracts are still under-funded for services" to the background section of the issue paper. The motion was seconded by Connie Hendries and passed by the Committee. Teresa Pierce, Tom Prete, and Michael Van Dyke opposed the motion. Marilyn asked Committee members to send any additional comments to her and she will forward the comments and a revised draft to Jude Morse. Then DWD will research the issues for discussion at a future C&I meeting.

#### **Performance Standards Subcommittee**

Tom Prete distributed an issue paper from the Subcommittee that requests DWD provide agencies with a weekly exception report for the Timely Entry of Extensions Decisions Performance Standard (for the CARES AIWE entry). The Subcommittee's concern is that the current system of checking if timely entry of the extension decisions has been made on AIWE which requires agency staff time to manually research the standard and results in taking resources away from participant services. The Subcommittee recommends Option 1 to create a weekly exception report. Teresa Pierce made a motion to approve, seconded by Liz Green. Passed unanimously. Bettie Rodgers responded that she will review this with the DWD Secretary's Office and Legal Counsel and follow-up with the Committee.

Tom Prete also summarized a three-question survey the Subcommittee conducted regarding training needs. A copy of the survey results may be requested by contacting Tom. Based on the results of the survey, Tom

recommended that DWD look for funding to conduct expert level WISDOM training. A motion to approve this recommendation was made by Teresa Pierce, seconded by Michael Van Dyke. Passed unanimously. The Subcommittee would like to conduct a survey to determine who needs performance management training. Edie Sprehn noted that a document explaining performance measures will be included in the W-2 website within the next month, and suggested that surveying wait until after that.

### **W-2, Income Maintenance, Food Stamp Employment and Training, and Child Care Coordination Subcommittee**

John Rathman reported that the Subcommittee discussed the letter regarding food stamps recommendations with WCHSA and forwarded the letter to the DHFS Secretary. The Subcommittee recommends that face-to-face Child Care reviews be conducted every twelve months. The Subcommittee also recommends that the six months food stamps review be modified to include information needed for Child Care eligibility. DHFS has asked the Subcommittee to look at how the DHFS and DWD energy assistance programs overlap. John will report on this at the next C&I meeting.

### **Client Assistance for Reemployment and Economic Support (CARES)/Information Technology (IT) Subcommittee**

Pat McDonnell distributed a paper on the proposed IT strategy for ASSET expansion. The new approach is less costly, will initially focus on DWD-only business processes (Child Care Payment System and Work Programs subsystem [CCPS]), and eligibility for TANF and Child Care will remain an integrated CARES process for an indefinite period. The next two goals of ASSET expansion will be done in two tracks: 1) For Child Care, all current CCPS mainframe screens will be replaced with a web user interface; and 2) For TANF/WIA programs, TANF/WIA case management functions will be unduplicated and the current CARES Work Programs mainframe subsystem will be replaced with web-based functionality.

### **Caseload Information Subcommittee**

Jerry Stepaniak reported that there is no report for the Subcommittee because the Subcommittee did not meet without a DWS staff liaison being available to meet with the Subcommittee.

### **2002-03 W-2 Contracts Amendments Update**

Joan Larson reviewed Administrator's Memo #03-27 on 2002-03 W-2 Contract Amendments that will be issued based on the request to Joint Committee on Finance to approve \$2 million in additional W-2 Contracts funding. DWD anticipates the W-2 Contracts Amendments will be issued soon.

### **2004-05 W-2 Contracts Update**

Joan Larson reviewed Administrator's Memo #03-26 about how W-2 agencies can request early/advance spending authority for the 2004-2005 W-2 and Related Programs Contract. She reported that DWD plans to issue the Related Programs Contract Amendments in December. Breakouts of FSET and other Related Programs funding are being calculated by DWS. A C&I member suggested that to avoid further delay, DWD issue the Related Programs Contract Amendments now with one amount and then send revised Amendments later with the calculations. Bettie Rodgers stated that she would review this with DWD Legal Counsel.

### **WAA Update**

Joan Larson reported that all agencies operating WAA programs were surveyed by DWS in September 2003 to determine if they would have any unspent funds for deobligation or if they would use additional funds should additional funds be available. Based on the survey responses, there would not be enough funding deobligated to meet the needs for all additional funds requested. DWD developed several options and ultimately selected a methodology for allocation. This was discussed with WCHSA and WDBs, and also will be shared with the private W-2 agencies. Under the allocation methodology, all funds will be reobligated in the same WAA track where the deobligation occurred. The reobligation will be done first within the WDA. Any voluntary deobligations that are not needed within a WDA will be pooled and reallocated to the agencies in the same track within the WDA. The final contract amounts will be issued in the next couple of weeks. December 31, 2003 is the end date for spending all WAA funds.

Several questions were asked about contract funding, including can Community Reinvestment (CR) funds be used beyond 2003, can CR funds be used to supplement W-2 2002-03 deficits, can line transfers be done between programs to cover deficits, etc. Bettie Rodgers asked Mary Tremain to compile the questions and send clarifications to agencies.

### **Sanctions Study Update**

Ron Blascoe reported on the status, purpose, and focus of the W-2 Sanctions Study. The Study was designed to review any disparities that may exist in the eligibility, placement and sanction rates by placement, agency and race or ethnic group, and to make recommendations to address problems. Ron distributed papers on the status of the project and contact lists for its Steering Committee and work groups. It is anticipated the final meeting of the Steering Committee will be on January 23, 2004, and at that meeting, recommendations will be made to DWS.

### **Other Issues**

A C&I member noted that Tom Prete will be leaving Forward Service Corporation. Bettie Rodgers stated that the Committee will miss his valuable input and hard work and wished him the best in his career.

**NEXT MEETING DATE:      Friday, January 16, 2004, 10:00 AM**  
**201 E. Washington St., Room D203, Madison, WI**